<u>**Advanced Word**</u>
Target Student: This course was designed for persons who can create and modify standard business documents in Microsoft Word, and who need to learn how to use more advanced features of Microsoft Word to create, manage, revise, and distribute long documents and forms.

Prerequisites: Students should be able to use Microsoft Word to create, edit, format, save, and print business documents that contain text, tables, and graphics.

Objectives:
- Control text flow
- Automating common tasks
- Automating Document Creation
- Performing Mail Merges
- Using Word with other Programs
- Adding Reference Marks and Notes
- Making Long Documents Easier to Use
- Securing a Document
- Creating Forms

Lesson 1: Controlling Text Flow
       Insert Section Breaks
       Insert Columns
       Link Text Boxes

Lesson 2: Automating Common Tasks
       Run a Macro
       Create a Macro
       Modify a Macro
       Customize Toolbars and Buttons
       Add Menu Items

Lesson 3: Automating Document Creation
       Create a Document Based on a Template
       Create a Document by Using a Wizard
       Create or Modify a Template
       Change the Default Template Location
       Insert a Macro Button Field in a Template

Lesson 4: Performing Mail Merges
       The Mail Merge Process
       Perform a Merge on Existing Documents
       Merge Envelopes and Labels
       Use Word to Create a Data Source

Lesson 5: Using Microsoft Office Word with Other Programs
     Link to a Microsoft Excel Worksheet
     Link a Chart to Excel Data
     Send a Document Outline to PowerPoint
     Extract Text from a Fax
     Save a Document as a Different File Format
     Look Up Information Using Research Sites
     Send a Document as an Email Attachment

Lesson 6: Adding Reference Marks and Notes
     Insert Bookmarks
     Insert Footnotes and Endnotes
     Add Captions
     Insert Cross-references

Lesson 7: Making Long Documents Easier to Use
     Mark Text for Indexing
     Insert an Index
     Insert a Table of Figures
     Insert a Table of Contents
     Create a Master Document
     Automatically Summarize a Document

Lesson 8: Securing a Document
     Update a Document's Properties
     Save a Document without Personal Information
     Hide Text
     Limit Formatting Choices in a Document
     Select Regions of a Document that can be modified
     Add a Digital Signature to a Document
     Require a Password to Open a Document

Lesson 9: Creating Forms
     Add Form Fields to a Document
     Protect a Form
     Save Form Data as Plain Text
     Automate a Form